

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8728 authorizing execution of a professional services agreement with Site Development Associates, LLC (SDA), for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project, in the amount of \$150,000 (CIP Plan No. W-98).

FISCAL IMPACT

This contract obligates the City to an amount up to \$150,000. This work is included in the 2013-2019 CIP. Sufficient budget exists within the Replacement of Large Commercial Water Meters (CIP Plan No. W-98) to fully fund this contract.

STAFF CONTACT

Nav Ota, Director, 452-2041

Paul Bucich, Assistant Director of Engineering, 452-4596

Utilities Department

POLICY CONSIDERATION

Utilities Department policies:

- Provide for the identification and implementation of capital projects via the CIP, to rehabilitate or replace deteriorated elements of the water system to provide utility customers with consistent, reliable service.

Utilities Department practice:

- Replace old and outdated commercial water meters to provide for better maintenance and reliable operation. CIP Plan No. W-98 has been designated to do this.

City Contracting policies:

- BCC 4.28 provides for the fair and equitable treatment in the purchasing process. Because the amount of the contract exceeds \$50,000, Council approval is required.

BACKGROUND

The Commercial Water Meter Replacement program replaces aging commercial water meters that are under-registering and difficult or impossible to test or repair. Other deficiencies corrected by the program include lack of strainers, undersized or non-existent by-pass lines, and inadequate vaults. The replacements include associated piping, fittings, valves, and in some cases vaults.

This phase of the project will replace six meter assemblies located throughout the City which have been determined to have exceeded their useful life and are not repairable. Five of the water services are 3-inch diameter and one is 2-inch diameter. The sites include a hotel, a school, a theater complex, a TV network building, an apartment complex, and a retirement facility.

The consultant selection process for this project was consistent with the City's policies and procedures. During the previous phase, 2013/2014 Phase 1, a selection team representing engineering design and operations staff participated in the consultant selection. Statements of Qualifications (SOQ's) on the Shared Procurement Portal were reviewed for experience with similar projects for municipal water systems. Five firms with similar experience were invited to submit project specific SOQ's with references. Three of the five firms submitted SOQs. The selection team reviewed the SOQ's submitted by:

- Hammond Collier PACE
- Murray, Smith & Associates, Inc.
- Site Development Associates, LLC

Site Development Associates, LLC (SDA) was selected based on the firm's qualifications and experience with related projects, their understanding of this project, and the strength of their references. SDA is being retained under a new contract for this next phase, 2014 Phase 2, based on their performance during the previous phase and the similar scope of work.

As required by state law relating to contracts for architectural and engineering services, the City selects the consultant deemed to be most highly qualified for a given project. State law precludes using cost as a basis for selection of architectural firms.

EFFECTIVE DATE

If adopted, this Resolution will become effective immediately.

OPTIONS

1. Adopt Resolution No. 8728 authorizing execution of a professional services agreement with Site Development Associates, LLC (SDA), for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project, in the amount of \$150,000 (CIP Plan No. W-98).
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8728 authorizing execution of a professional services agreement with Site Development Associates, LLC (SDA), for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project, in the amount of \$150,000 (CIP Plan No. W-98).

MOTION

Move to adopt Resolution No. 8728 authorizing execution of a professional services agreement with Site Development Associates, LLC (SDA), for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project, in the amount of \$150,000 (CIP Plan No. W-98).

ATTACHMENTS

CIP Project Description

Proposed Resolution No. 8728

AVAILABLE IN COUNCIL OFFICE

Consultant Contract

W-98 Replacement of Large Commercial Water Meters

Category: **Water**
 Department: **Utilities**

Status: **Ongoing**
 Location: **Various locations throughout Water Utility's service area**

Programmed Funding

Programmed Funding	Appropriated To Date	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget
4,641,640	1,900,952	359,968	370,388	380,726	390,983	401,915	412,782	423,926

Description and Scope

This program systematically replaces high-volume commercial water meters (3" and larger) as their performance accuracy declines.

PROJECT NEED: System Renewal and Replacement

Rationale

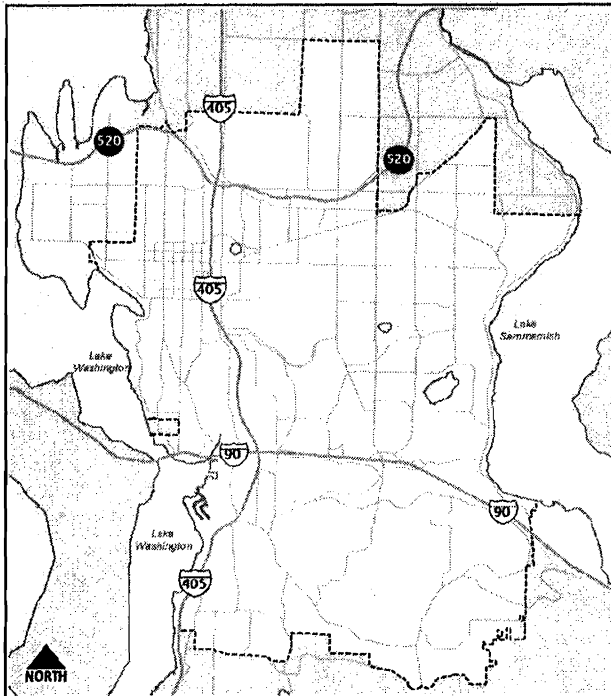
A 2003 Water Loss Study identified that older commercial meters 3-inches and larger may significantly under-register flows passing through them, and become less accurate over time. There are 279 of these meters in our system (out of over 35,000 total meters) which account for nearly 30% of the total volume of water sold. The study suggested the meters may under-read as much as 102 million gallons annually (retail value ~\$400,000). The revenue lost by the meter inaccuracies affects both the water and sewer utilities, since sewer rates are based on winter water usage. This investment ensures equitable water charges by accurately measuring the water consumed. This results in more accurate rate allocation among user classes (residential and commercial customers), and reduced unaccounted (and non-revenue producing) water. A secondary program benefit is to resolve safety issues at 75 of the meters, which cannot currently be read remotely. Many of these oldest meters are in vaults which need to be replaced to accommodate the new meters, and to meet current safety/access standards. Vault replacement adds to the complexity and cost. The current budget funds replacement of 3-4 meters/year for locations where the vault must be replaced.

Environmental Impacts

Replacement of large meters often involves replacement of the vault to meet the design requirements of new meters and current safety and operational standards. However, in most cases there is no environmental impact associated with replacement of meter and vault.

Operating Budget Impacts

This project will have some positive impact on operating revenues, since new water meters are more accurate than the ones being replaced, which tend to under-register water. This project will have no impact on operating expenditures since it replaces existing facilities.

Project Map**Schedule of Activities**

Project Activities	From - To	Amount
Project Costs	2005 - 2019	4,641,640

Total Budgetary Cost Estimate: 4,641,640

Means of Financing

Funding Source	Amount
Utility Rates/Fees	4,641,640

Total Programmed Funding: 4,641,640

Future Funding Requirements: 0

Comments

This project is located throughout the service area.

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8728

A RESOLUTION authorizing the execution of a professional services agreement with Site Development Associates, LLC (SDA), in an amount not to exceed \$150,000 (CIP Plan No. W-98) for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a professional services agreement with Site Development Associates, LLC (SDA), in an amount not to exceed \$150,000 (CIP Plan No. W-98) for engineering services for the Commercial Water Meter Replacement 2014 – Phase 2 Design project, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2014, and signed in authentication of its passage this _____ day of _____, 2014.

(SEAL)

Claudia Balducci, Mayor

Attest:

Myrna L. Basich, City Clerk